University of Cincinnati
Policy for Appealing the Application of Transfer Credit

This policy is designed in compliance with Ohio Board of Regents (OBR) Articulation & Transfer Policy requirements for providing transfer students the ability to appeal, at multiple levels within the University, when disagreement occurs regarding the application of transfer credit toward degree requirements. This document describes the appeal process.

Before submitting a formal appeal, a student must first meet with his/her academic advisor and discuss the course(s) in question and the corresponding academic requirements for the applicable degree program. Should the student wish to appeal after having this discussion, the following steps must be taken within ninety (90) days of receipt of a degree progress audit report. The University of Cincinnati will respond to the appeal within thirty (30) days of receipt at each appeal level described below.

**Step One**
The student’s written appeal (see attached form) must first be submitted to the student affairs staff within his/her UC College. The student affairs staff will respond in writing within thirty (30) days of receipt of the appeal and will provide a copy of the appeal and a written response to the student and to the Director for Credit Evaluation and Degree Progress Audit [4th Floor, University Pavilion, Mail Location #0091].

**Step Two**
Should the appeal with the student affairs staff be denied, the student’s written appeal must then be submitted to the Dean of the applicable UC College. The student must provide additional information addressing the reasons for denial given by the student affairs staff. The Dean will respond in writing within thirty (30) days of receipt of the appeal and will provide a copy of the appeal and his/her written response to the student and to the Director for Credit Evaluation and Degree Progress Audit [see address above].

**Step Three**
If the student’s written appeal is denied by the Dean, the student may proceed to the next level of appeal and submit the written appeal to the UC Senior Vice President & Provost [210C Van Wormer Hall, Mail Location #0097]. The student must provide additional information addressing the reasons for denial given by the Dean. The Provost will respond within thirty (30) days of receipt of the formal appeal and will provide a copy of the appeal and a written response to the student and to the Director for Credit Evaluation and Degree Progress Audit [see address above].

The Director for Credit Evaluation and Degree Progress Audit will monitor the appeal process and provide an annual report to UC’s President summarizing the actions and issues of appeals reviewed via the appeals process. A copy will be sent to the Ohio Board of Regents.

Approved by the Office of the Provost October 2006
Updated May 2012
University of Cincinnati
Written Appeal Regarding the Application of Transfer Credit

Student’s Name: ________________________________________________________________
(Please Print)

Student ID Number: __________________________________________________________________

Academic College/Program: ___________________________ Today’s Date: ______________

Date Transfer Credit Applicability Statement/Degree Progress Audit Received: ______________
(Please attach a copy of the DPA report)

Preliminary to Appeal
- On a separate page, please provide a description of the course(s) in dispute and your reason(s) for
  requesting a policy exception.
- Name of Academic Advisor:________________________________ Meeting Date: __________

Step One – Appeal to College Student Affairs Staff
- Name of Staff Member: ____________________________ Date Submitted: ______________
- Continuing on a separate page, describe the outcome of Step One, including a response to the
  reasons for denial given by the student affairs staff.

Step Two – Appeal to Dean of the UC College
- Name of Dean: ____________________________ Date Submitted: ______________
- Continuing on a separate page, describe the outcome of Step Two, including a response to the
  reason(s) for denial given by the Dean.

Step Three – Appeal to the Senior Vice President & Provost
- Date Submitted: __________________________________________________________
- Continuing on a separate page, describe the outcome of Step Three, including a response to the
  reasons for denial given by the Provost.

____________________________________________
Student Signature* Date

*My signature confirms that all information provided herein is true and accurate to the best of my ability
to provide it.

Student Contact Information:
Address: ____________________________________________________________________

Telephone: ___________________________________________________________________

E-Mail: _____________________________________________________________________